

Application for Issue, Renewal or Amendment of an Aviation Training Organisation Certificate Under Civil Aviation Rules, Part 141

Application requirements and instructions for completing the form

- The CAA Standard Rate hourly charge applies. Follow the link for information on [fees and charges](#). NOTE: You MUST obtain the details AND signature of the Chief Executive in Section 13.
- Please ensure all documents and applicable fees are enclosed. No application will be processed until all required documentation and applicable fees are received.
- Further notes and instructions are included in the grey margins of the different sections.
- If you wish to add additional text explaining the amendment, please do so in the block to the right or provide in a cover letter:
- Submit the completed application and supporting documentation to either:**
Email: Certification certification@caa.govt.nz or Licensing and Standards pft.admin@caa.govt.nz
Post: Certification Unit or Licensing and Standards Unit, Civil Aviation Authority, PO Box 3555, Wellington 6140

Reason for Application

<input type="checkbox"/>	Initial Issue:	Standard Certificate - complete all sections, apart from section 10 and 11
<input type="checkbox"/>	Renewal:	Standard Certificate - complete all applicable sections Complete those additional sections appropriate for the renewal if amending certificate
<input type="checkbox"/>	Amendment:	Standard Certificate - complete sections 1 and 2 and 12 to 14 and complete all other sections applicable to the requested amendment.
<p>Note: For a renewal or amendment that includes any of the changes listed in CAR 141.103(d), that require the Directors prior acceptance, the application must be accompanied by completed documentation consistent with the participant's management of change processes in its exposition.</p>		
<input type="checkbox"/>	Restricted:	Restricted Certificate - complete sections 1 and 2, 5 to 7 and 10 to 14

1. Organisation Details

CAA Participant Number (if known)	<input type="text"/>
Legal Name of Organisation	<input type="text"/>
<p>A certificate will be issued only to a registered company, a partnership, a sole trader or an incorporated society. For a registered company, submit a copy of the Companies Office Certificate of Incorporation.</p>	
Trading name (if any)	<input type="text"/>
Your reference (order number or contact person or other reference as applicable)	<input type="text"/>
Address for Service –	<input type="text"/>
<p>Civil Aviation Act, s8, requires applicants to provide an address for service in New Zealand (i.e. a physical address) and to promptly notify the Director of any changes.</p>	
Tel	<input type="text"/>
Mob	<input type="text"/>

Email		
Postal Address (if different from Address for Service)		
Tel		Mob
Email		

2. Organisation Questionnaire

<p>The following questions must be answered for initial application and renewal.</p>	<p>Has the organisation been convicted for any transport safety offence in the last five years or is the organisation presently facing charges for a transport safety offence?</p>	Yes	No
	<p>Has the organisation previously had an application for an aviation document rejected or has an aviation document held by the organisation been suspended or revoked?</p>	<input type="checkbox"/>	<input type="checkbox"/>

If answering "Yes", please provide the details on separate sheets enclosed in a sealed envelope marked "Confidential, Manager Certification Organisation, Civil Aviation Authority". Include organisation name, CAA Participant number (if known) and the type of

3. Senior Persons

<p>For initial issue, renewal or for a change of Senior Persons, a Fit and Proper Questionnaire, CAA 24FPP or CAA 24FPPDEC, must be completed for each of the senior persons nominated. Refer to the form 24FPP for guidance on the appropriate form to use. A CV must also be enclosed.</p>	Names and Titles of nominated senior persons (refer CAR Part 141.51)	CAA Participant No.

4. Flight Examiners

Names of Flight Examiners to be listed on Schedule of Conditions as required by CAR Part 61.905	CAA Participant No

5. Training Courses Applied for

Mark appropriate boxes to indicate training courses applied for.	Training Courses		Remarks																
<p>The following courses or assessments can currently be done without seeking specific approval:</p> <ul style="list-style-type: none"> • Any pilot licence training – PPL or CPL; • Any Instructor training; • Instrument rating training – ground and air. 	<input type="checkbox"/>	P1 Pilot type rating – specific to type	Aeroplanes over 5700kg; multi-engined helicopters; single engined helicopters over 1500kgs.																
	<input type="checkbox"/>	P2 Pilot licence training (aeroplane & helicopter)																	
	<input type="checkbox"/>	P3 Flight instructor – Instructional Techniques Course Cats “C” & “D”																	
	<input type="checkbox"/>	P4 Pilot chemical rating																	
	<input type="checkbox"/>	P5 Basic gas turbine knowledge																	
	<input type="checkbox"/>	P6 Flight simulators – specific to type																	
	<input type="checkbox"/>	P7 Cat II & III ILS approaches																	
	<input type="checkbox"/>	P8 Aerobatic flight rating																	
	<input type="checkbox"/>	P9 EDTO																	
	<input type="checkbox"/>	P10 Agricultural rating																	
	<input type="checkbox"/>	P11 Advanced mountain flying																	
	<input type="checkbox"/>	P12 Robinson Safety Awareness Training																	
	<input type="checkbox"/>	E1 Engineer type rating training																	
	<input type="checkbox"/>	E2 Engineer licence training																	
	<input type="checkbox"/>	E3 Flight engineer type rating																	
	<input type="checkbox"/>	E4 Flight engineer licence training																	
	<input type="checkbox"/>	M1 Dangerous goods - <table border="0" style="display: inline-table; vertical-align: top; margin-left: 10px;"> <tr> <td style="padding-right: 10px;"><input type="checkbox"/></td> <td>Operator acceptance</td> <td><input type="checkbox"/></td> <td>Flight Crew</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Ground-handling, storage and loading</td> <td><input type="checkbox"/></td> <td>Other crew</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Passenger handling</td> <td><input type="checkbox"/></td> <td>Packers</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Passenger and baggage security screening</td> <td><input type="checkbox"/></td> <td>Regular Shippers/Agents</td> </tr> </table>	<input type="checkbox"/>	Operator acceptance	<input type="checkbox"/>	Flight Crew	<input type="checkbox"/>	Ground-handling, storage and loading	<input type="checkbox"/>	Other crew	<input type="checkbox"/>	Passenger handling	<input type="checkbox"/>	Packers	<input type="checkbox"/>	Passenger and baggage security screening	<input type="checkbox"/>	Regular Shippers/Agents	Refer to CAR Part 92 Appendix A (4)
	<input type="checkbox"/>	Operator acceptance	<input type="checkbox"/>	Flight Crew															
	<input type="checkbox"/>	Ground-handling, storage and loading	<input type="checkbox"/>	Other crew															
	<input type="checkbox"/>	Passenger handling	<input type="checkbox"/>	Packers															
<input type="checkbox"/>	Passenger and baggage security screening	<input type="checkbox"/>	Regular Shippers/Agents																
<input type="checkbox"/>	M2 Aviation medical training - Hypoxia																		
<input type="checkbox"/>	M3 Human factors																		

<input type="checkbox"/>	M4	Cabin crew emergency procedures		
<input type="checkbox"/>	M6	Crew Training –		125
<input type="checkbox"/>		102		135
<input type="checkbox"/>		115		AQP
<input type="checkbox"/>	M7	Cabin crew training <i>if applicable</i>		
<input type="checkbox"/>	M8	Safety Systems		
<input type="checkbox"/>	ATS	Air Traffic Services Training		

6. Competency Assessments Applied for

Mark appropriate boxes to indicate competency assessments applied for.	Assessments			Remarks
<input type="checkbox"/>	A1	PPL demonstration flight test to recommend issue		
<input type="checkbox"/>	A2	CPL demonstration flight test to recommend issue		
<input type="checkbox"/>	A3	ATPL Flight Test		
<input type="checkbox"/>	A4	Flight Instructor Rating – initial issue (Category “D” only)		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A5	Instrument rating Additional aid Continued competency Multi-engine Synthetic trainers		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A6	Instructor rating – currency test Category “A” Category “B” Category “C” Category “E”		<i>Category A instructor renewals restricted to CAA delegated examiners only.</i>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A7	Instructor rating – additional privileges Aerobatic Night Spinning Instrument Mountain Flying Synthetic Trainers Robinson Safety Awareness Training (Category “A” and “B only)		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A8	Operational Competency 115 operations 121 operations 125 operations 135 operations		
<input type="checkbox"/>	A9	Aerobatic flight rating		

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A10	Agricultural rating	
		Aeroplane	
		Helicopter	
		Grade 1	
		Grade 2	
		Aerial Topdressing rating	
		Aerial Spraying rating	
	Aerial VTA rating		
<input type="checkbox"/>	A11	Helicopter winching, rappelling & human sling load	

7. Facilities and Resources

<i>Provide brief details of the facilities and resources that are to be used to provide the training. (Refer NZCAR 141.53 for Standard Certificate, or NZCAR 141.151 (a)(3) for Restricted Certificate.</i>	Principal Base of Operation	
	Other Bases	
	Details	

8. Exemptions

<i>List any exemptions held – list numbers and applicable rules</i>	

9. Exposition

<i>List the manuals that constitute the exposition required by CAR 141.63 For renewal applications list the manuals already held by CAA and their latest amendment status/revision. In the final column whether these have</i>	Manual Title	Amendment No. and date	Yes	No	
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

changed since last amendment sent to CAA.			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

For a Restricted Certificate only –

10. List of Personnel

<p>List those personnel, together with their qualifications and experience, who are to plan, conduct and supervise the training and assessment listed in Section 6. (Refer NZCAR Part 141.151(a)(1) and (2)).</p>	

11. Technical Standards and Documentation

<p>List details of all relevant technical standards and practices and any other documentation that is necessary for the provision of the proposed training course. (Refer NZCAR Part 141.151(a)(4)).</p>	

12. Declaration

<p>The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under Section 49 of the Civil Aviation Act 1990 and is subject, in the case of a body corporate, to a maximum fine of \$50,000.</p>	<p>I have access to a current copy of NZCAR Part 141 and have read and understood its contents as it applies to this application for a Standard or Restricted Aviation Training Organisation Certificate, or renewal or amendment of the Certificate. I also have access to a current copy of AC141-1. I am aware of my responsibilities under Section 12 of the Civil Aviation Act 1990. This application is made for and on behalf of the organisation identified in section 1.</p>		
	<p>I certify that I am empowered by the organisation to ensure that all activities undertaken by the organisation can be financed and carried out in accordance with NZCAR Part 141.51(a)(1).</p>		
	<p>I declare that to the best of my knowledge and belief the statements made and the information supplied in this application and the attachments are complete and correct.</p>		
	<p>Full Name of Chief Executive</p>	<p>CAA Participant Number (if known)</p>	
<p>Signature</p>	<p>Date of Application</p>		

13. Charges

The Civil Aviation Charges Regulation Schedule 1, Fees and Charges, Part 5, Other aviation-related charges, 9(f) applies.

Follow this link for information on [fees and charges](#).

Signature of Chief Executive below to financially authorise CAA for this certification activity to commence.

Charges at the current standard hourly rate for all the time involved will be invoiced, and

It is acknowledged that from receipt of a complete application for CAA to process, that:

- an initial issue may take up to 90 days, or
- a renewal may take up to 60 days, and
- you have ensured that all documents are supplied in sufficient time for this process to take place.

Name			
Signature		Date	
Postal Address: <i>(For the invoice to be sent)</i>			
Purchase order number <i>(if applicable)</i>			

14. Applicant's Checklist

	Yes	N/A	
<p><i>Please ensure all documents are enclosed. Applications which are incomplete or lacking any required documents will be returned.</i></p> <p><i>*Applicants for a new certificate must include a form CAA 24100/01 with an implementation plan for SMS.</i></p>	1. All required sections of this application completed	<input type="checkbox"/>	
	2. Reason for Amendment or cover letter	<input type="checkbox"/>	<input type="checkbox"/>
	3. Details from section 2 enclosed if applicable	<input type="checkbox"/>	<input type="checkbox"/>
	4. Copy of the Companies Office Certificate of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>
	5. CAA 24FPP or 24FPPDEC and CV for each nominated senior person	<input type="checkbox"/>	<input type="checkbox"/>
	6. *CAA 24100/01 Application for approval of SMS Implementation Plan (initial issue only)	<input type="checkbox"/>	<input type="checkbox"/>
	7. Management of change document as required by CAR Part 100.3(a)(2) – refer to element 8 in AC100-1	<input type="checkbox"/>	<input type="checkbox"/>
	8. Charges acceptance – section 13 signed	<input type="checkbox"/>	<input type="checkbox"/>
	9. Organisation name completed at the top of each page	<input type="checkbox"/>	<input type="checkbox"/>
	10. Purchase order number (optional)	<input type="checkbox"/>	<input type="checkbox"/>